

iMomeet – iOS
User Manual

January 2014
Version: 1.1

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1: Introduction

The era we live in today witness some of the most prominent effects and fantastic advancement of technology. With the advent of smart phones and their operating wireless technology, the realm of communication has advanced to levels where people prefer the use of interactive video communication over the traditional audio telecommunications.

Softfoundry is proud to introduce an innovative advanced mobile technology, Momeet . An enterprise software application fully designed and developed by Softfoundry to promote office mobility, communication efficiency as well as personal telepresence. Designed to run on Android (Momeet) and iOS (Momeet Pro) operating system, it runs on most smartphone and table PCs in the market. Apart from multi-sites audio and visual interactions, Momeet "brings your office on the go" with rich media collaborations tools such as instant messaging, presentation, desktop sharing etc. Thus enhancing productivity and users availability, yet cutting down costs for the enterprise.

Utilizing ultra-low bandwidth consumption yet delivering high performance High-Definition interactive video and audio, Momeet enables communication to be readily available anywhere and anytime. This brings revolutionary innovation and convenience to the 21st century.

Momeet Features

- Instant Message (IM)
- Video Conference
- Voice Conference
- Data conference
- Intelligent Video Surveillance
- Multi-point Collaboration
- GPS Positioning
- Push-to-Talk
- Audio & Video Record and Broadcast
- Fully Integrated communication – PC, Notebook, Tablet, Smart Phone

2. System Requirements

Momeet performs on both WiFi and 3G network, however there are certain bandwidth requirements that users must meet to effectively engage in a smooth conference experience. The following is a list of video resolution supported by Momeet and its respective bandwidth consumption.

Video size	Bandwidth Consumption
H264-BP10 (176 x 144)	64 kbps
H264-BP20 (352 x 288)	128 kbps
H264-BP30 (704x 576)	192 kbps

- ***Note:*** The above figures indicate only one stream of video. For multi-sites conference, please multiply the bandwidth consumption by number of streams.
- The Momeet Pro version is for iOS system.
- Hardware Requirements:
- CPU: Dual-Core or above.
- OS: iOS 4.0 or above.
- Recommended devices: iPhone 3, 3S, 4, 4S, 5, iPad 2, 3, 4, mini etc.

3. Client Installation

Preparation

- Hardware Requirement
    - OS: iOS
    - Device: smart phones as mentioned above.
    - An Apple ID which can be created during setup
- Software Requirement
    - Install online via link http://Momeet.world-telephone.com/vodafone_beta.html

Installation

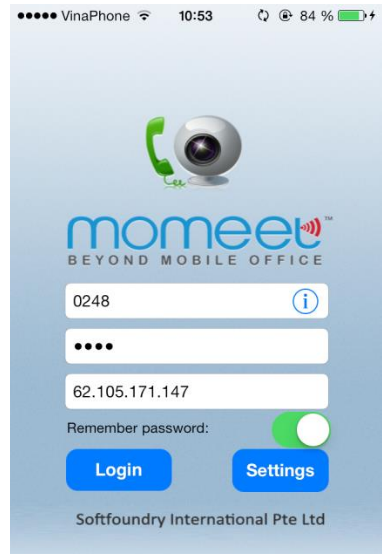


1. Open web browser on your phone and go to link http://Momeet.world-telephone.com/vodafone_beta.html as shown as the figure. Scroll to Momeet for iPhone part then tap “Install” to start installing online.

2. Tap “Install” to confirm the installation

4. Login Momeet

Momeet on iPad is similar to iPhone. To login Momeet on iPhone, follow these steps:



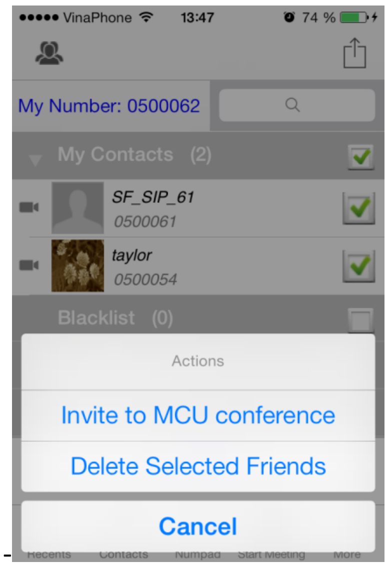
1. Tap 

2. Input the Momeet username, password and IP address of the SIP server into the corresponding fields of login screen.

3. Tap 

5. Contacts

We can manage your communication easily with your contacts via call, messaging, email, MCU call or chat group.



Communitcation actions from contacts tab

Make call from contacts tab	Tap contacts you want to make audio/video call, then touch on call icon at info screen to make call.
Open messaging from contacts tab	Tap contacts you want to send message, then touch on that message icon at info screen, then send messages.
Create MCU call from contacts tab	Enable Multi-select icon on contacts screen, checked contacts who you want to talk with, then touch on Actions button, then tap “MCU” icon
Create group chat from contacts tab.	Enable Multi-select icon on contacts screen, checked contacts who you want to send message, then touch on Actions button, then tap “MCU” icon

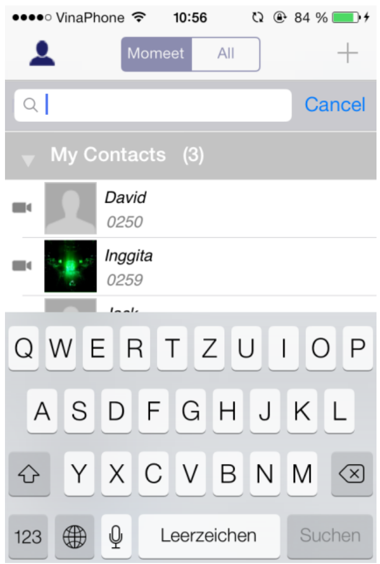
Add new contacts

1. On contacts tab, tap +
2. Select the Contact type, for example SIP contact.
3. Enter the contact name, contact id in respective fields provided.
4. Choose group name for contact that you want to add in.

5. Tap Save

Searching for contacts

Simply enter the first few characters of the item you're looking for in the search box. Matching contact will then be listed.



Editing contacts

1. In contacts tab, you can tap any contact to navigate to its info screen
2. Tap  button, then you can move the contact to another group.

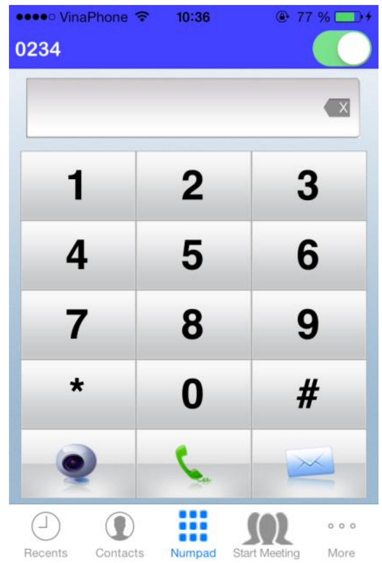
Delete contacts

1. In contacts tab, you can tap any contact to navigate to its info screen
2. See button  on the top right to delete the contact.

6. Audio/video Calls

Making audio/video calls

Making an audio/video call on "Numpad" screen



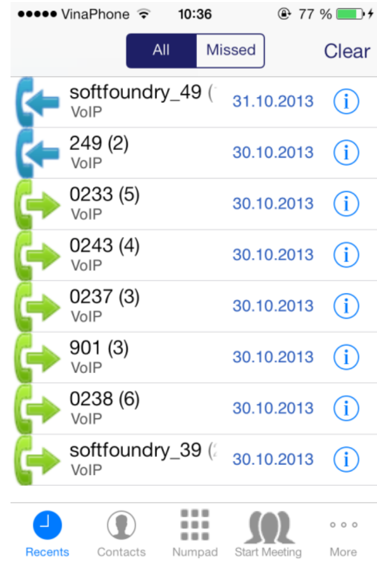
1. Enter the user ID directly in the input box in "Numpad" interface. If the user ID belongs to different server, please input according to the pattern: userID@server-IP. (For example: dung1@113.161.100.50).
2. Then tap button to make an audio call or tap to make a video call.

Making an audio/video call from "Recents" screen

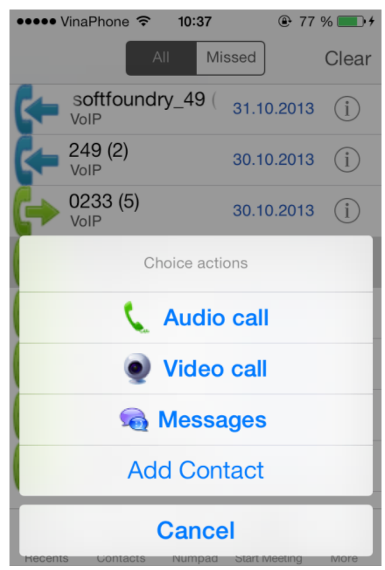
In "Recent" screen, you can view your miss calls , incoming calls ,outgoing calls to return a call or get more info.

To make an audio/video call form this screen, follow these steps:

1. Tap “Recents”, select contacts through checking the calls record in history tab. Touch on the contact you want to call.



2. Tap “Audio call” to return an audio call or tap “Video call” to return a video call.

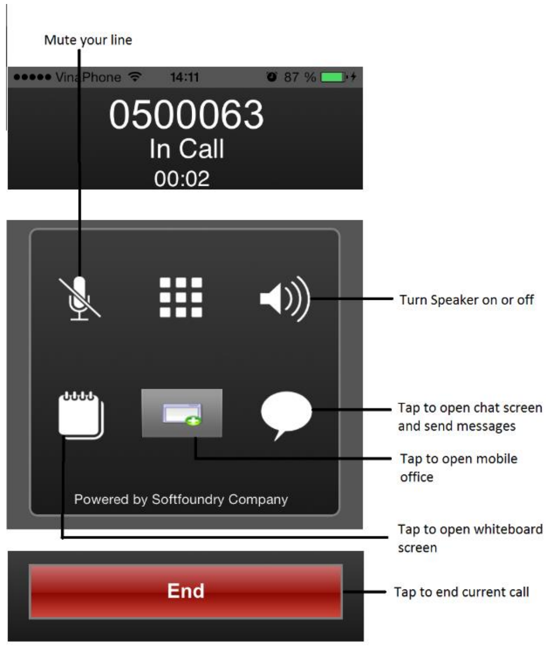


Receiving calls

When you are having an incoming call:
To receive the call, you can tap “Accept” button to receive.
To decline a call, tap “End” button for incoming audio call or tap “Deny” button for incoming Video call.

What we can do during the calls

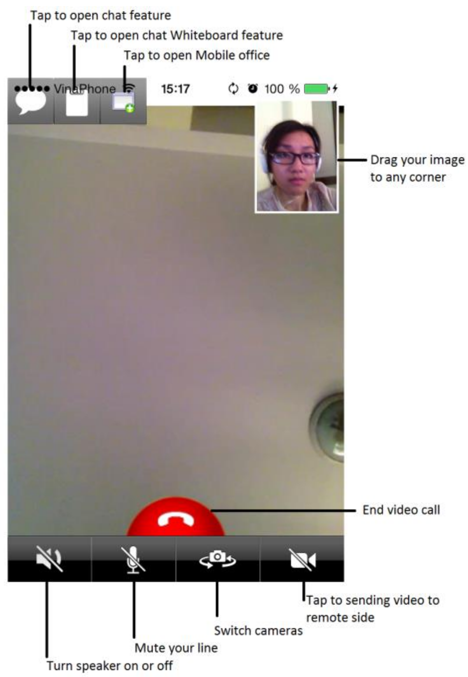
During audio calls



Use another app during audio conference	Press the Home button on Phone, then tap an app icon. To return the call, tap the red bar on the top of iPhone or iPad.
Open chat feature under audio call	Tap to open chat feature under audio call.
Mute	Tap to mute microphone, tap it again to unmute.
End audio call	Touch on End of "audio" screen
Turn speaker on or off	Tap to turn speaker on or off
Open whiteboard feature, then chat group feature under audio call	Tap to open whiteboard, chat then chat group feature under audio call

Open Mobile Office Feature	Tap to open Mobile Office under video call.

During video calls



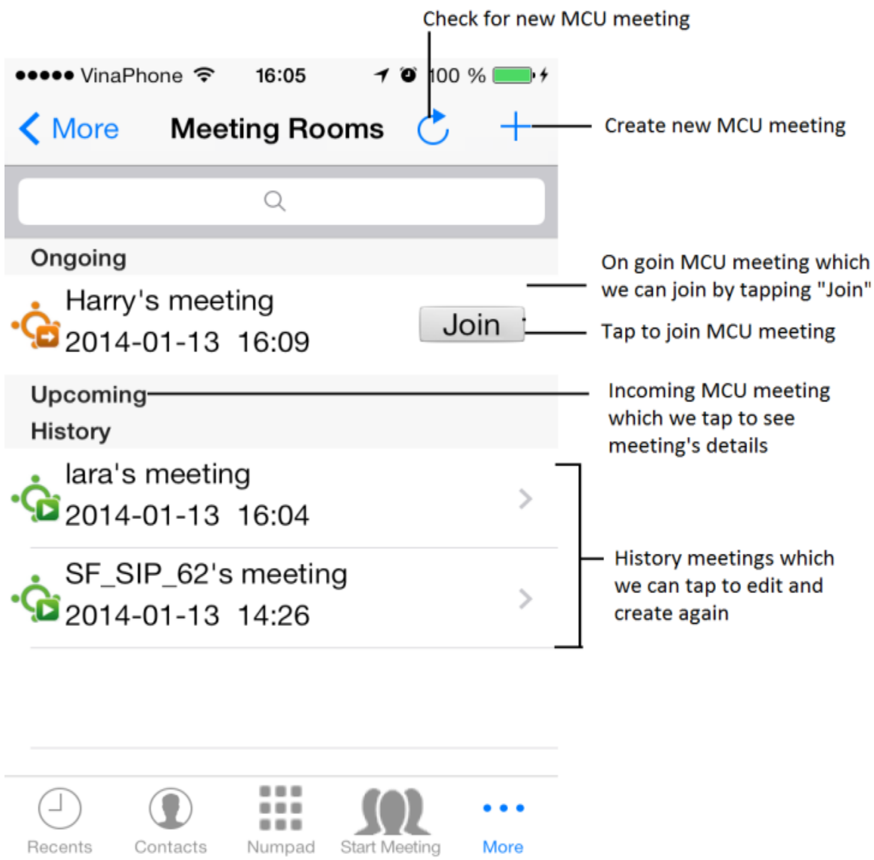
Use another app during video conference	Press the Home button on Phone, then tap an app icon. To return the call, tap the red bar on the top of iPhone or iPad
Open chat feature under video call	Tap to open chat feature under video call.
Turn speaker on or off	Tap to turn speaker on or off
Mute	Tap to mute microphone, tap it again to unmute.
Switch cameras	Tap to switch cameras.
Stop sending video	Tap to stop sending video to remote side.

Open Mobile Office Feature	Tap to open Mobile Office under video call.
Open whiteboard feature, then chat group feature under audio call	Tap to open whiteboard, chat then chat group feature under audio call
End video call	Touch on of "video" screen.

7. MCU Meetings

MCU meeting lets you create video call with multiple people at the same time

View MCU meeting lists: Tap "Meeting Room" in "More" tab to see list of ongoing meetings, upcoming meetings and history meetings.



Receiving MCU meetings

When you receive an MCU meeting, if that meeting is ongoing, you will see it in ongoing group of "Meeting Rooms" else that meeting is upcoming meeting and you will see it in Upcoming group of "Meeting Rooms" screen. Momeet also sends you alert message when your MCU meeting is starting.

On Meeting list, you can:

- Ongoing meeting, you can tap Join to join it.
- Upcoming meeting, you can touch on it to see the detail.

Note: You can also join ongoing meeting that doesn't exist in your "Meeting Rooms" screen if you have Meeting ID and password by tap Join on navigation bar, enter meeting id and meeting password, then join to that MCU meeting.

Create MCU meetings

1. On "Meeting Rooms" screen, tap + and enter multiple invitees.
2. Tap Create to create MCU meeting immediately with default setting(time: at time of creation, duration: unlimited, MCU meeting name: "chairman id"'s meeting, without password, description is empty, send invitation message to every invitees.

Note: If you don't want to create MCU meeting with default setting, after invite any people you can touch on ⚙, then set time, MCU meeting name… in "Setting" screen

Another way of creating MCU meetings:

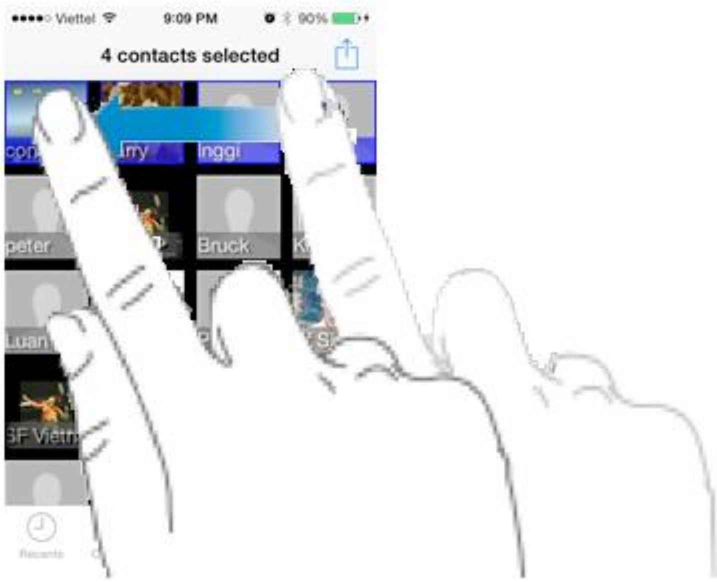
Besides creating MCU meeting from "Meeting Rooms" screen, we can also create quick MCU meeting from "Contacts" tab or "Start Meeting" tab.

Create MCU meeting from "Contacts" tab:

1. On contacts screen, tap multi-select icon on navigation bar to enable "check" icon of each contact.
2. Pick contact(s).
3. Tap or shake your device once to create MCU meeting at time of tapping it.

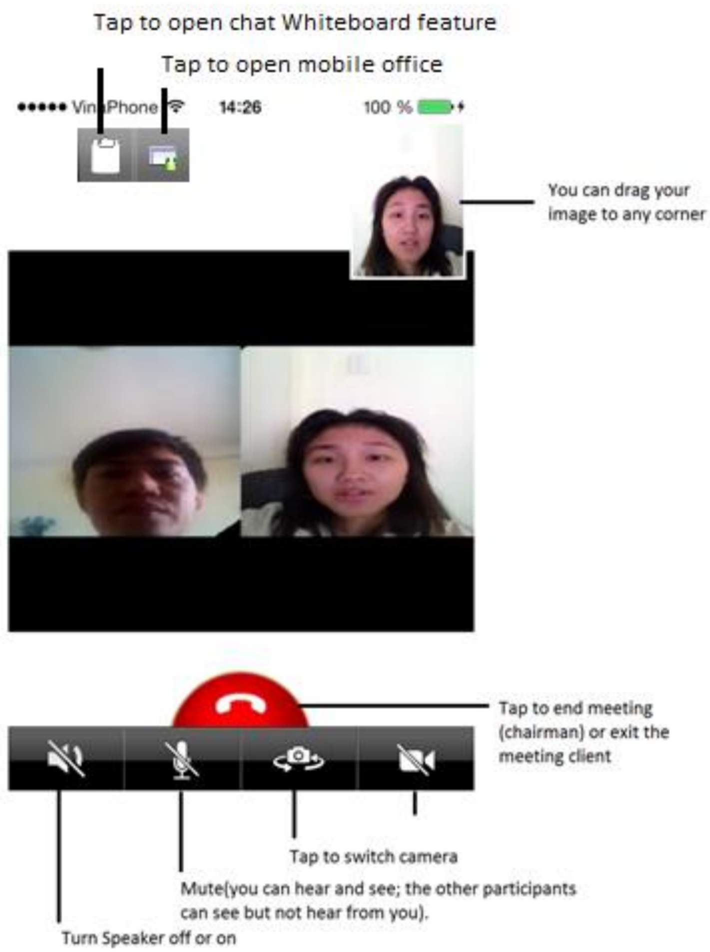
Create MCU meeting from "Start Meeting" tab:

1. Press "Start Meeting" tab
2. Select one or multi-participants by horizontal dragging your finger on contacts
3. Press "Video Call" icon or shake your phone once to start MCU meeting.



While on MCU meetings

When a meeting is in progress, you can use buttons on MCU video screen to mute or unmute the microphone. You can also press volume buttons on the left side of phone to adjust sound effects, can switch cameras, stop sending video to remote side, and more.



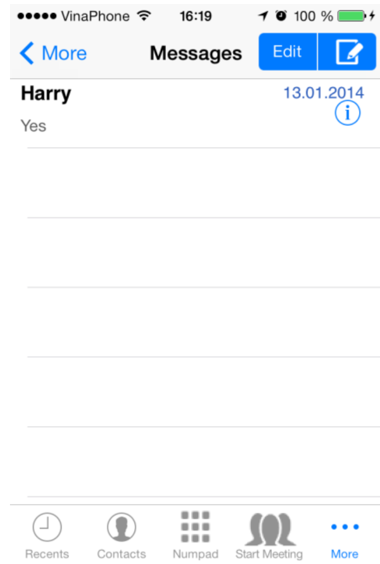
Use another app during MCU meeting	Press the Home button on Phone, then tap an app icon. To return the call, tap the red bar on the top
Mute	Tap to mute microphone, tap it again to unmute.
Switch cameras	Tap to switch cameras.
Stop sending video	Tap to stop sending video to remote side.

Open whiteboard feature, then chat group feature under audio call	Tap to open whiteboard, chat then chat group feature under audio call
Open Mobile Office Feature	Tap to open Mobile Office under video call.
End MCU meeting	The MCU meeting will end if chairman touch on of "MCU video" screen, or clients can tap it to exit the meeting at their side.

8. Messages

Open messages.

Go to messages history by taping "More" → "Messages", the all messages screen opens, where all your sent or received messages are neatly grouped into conversations, by contact name or phone number.

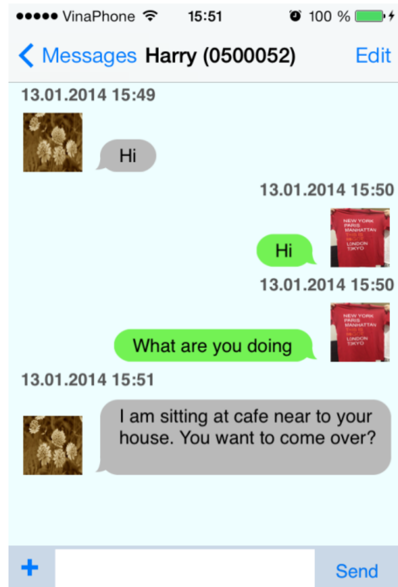


- Tap contact name or contact ID to view the exchange of messages.
- Tap "Edit" and select user to delete messages history of that user.
- Tap compose new message to user.

Another ways to open message feature:

Open message feature from "Numpad" screen:	Enter the user ID directly in the input box. If the user ID belongs to different server, please input according to the pattern: userID@server-IP. (For example: dung1@113.161.100.50), then tap
Open message from "Recents" screen	Select contacts through checking the calls record in history tab. Tap on the contact you want to send message, then select "Messages" item.

Sending text messages (SMS)



1. Tap "More" tab, tap "Message"
2. Tap
3. Fill in recipient or tap icon to find recipient from your contact list.
4. Type text you want to send recipient above then press **Send** to send your message

Sending multimedia messages (MMS) and more.

Beside sending SMS, we can also send MMS or make call to receipient:

Send voice messages



- Tap on button to open record message function.
- Then tap button and start recording voice message.
- Tap to stop recording.
- Tap to play the record file.
- Tap "Retake" to record another file.
- Tap "Upload" to send voice message to the other.
- After taping "Upload", the audio file has been sent as figure below.
- The other user taps to play the record file.

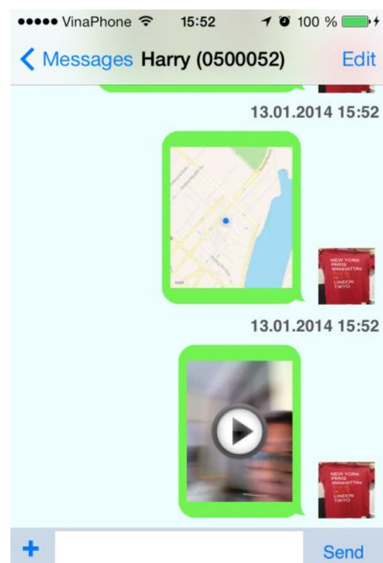
Send image messages

- Tap on  button to send image message.
- **Choose Existing:** select an existing picture in phone memory or memory card.
- **Take Photo**: take a photograph by camera and send directly to the other Momeet client.
- After taking some new photo by camera, tap "Retake" to take another one or tap "Use" to send it out.
- The image message has been sent as the figure.

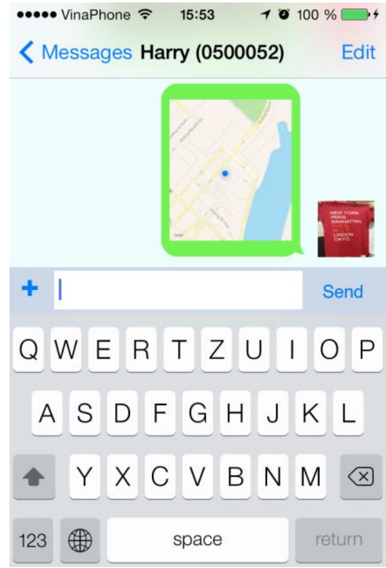


Send video messages

- Tap on  button to send video message.
- **Choose Existing:** select an existing video in phone memory or memory card.
- **Take Video**: record a new video by camera and send directly to the other Momeet client.
- After recording some new video by camera, tap "Retake" to take another one or tap "Use" to send it out.
- After taping "Use", tap "Yes" to confirm. And the video message has been sent out as the figure.

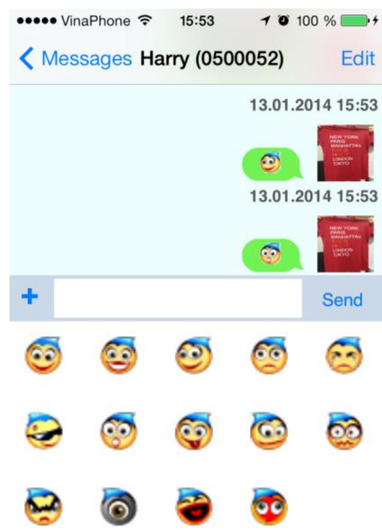


Send location messages



- Tap on  button to get the GPS information and send it out.
- The GPS message has been sent out as the figure. Tap on the message to view more details.

Send emotion icon messages

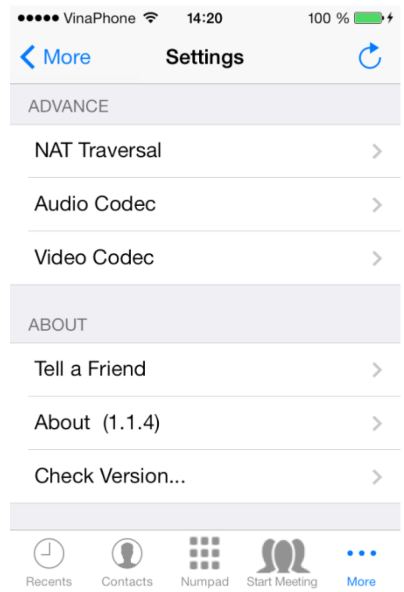


- Tap on  button to send expression icon message.
- Select an icon and tap "send". The expression icon has been sent out as the figure.

9. Invite People

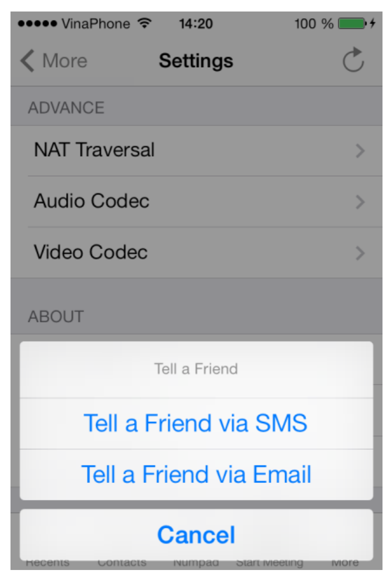
Invite

Tap "More" → "Settings" → "Tell a Friend" on About Field to invite more people to use Momeet Pro application.

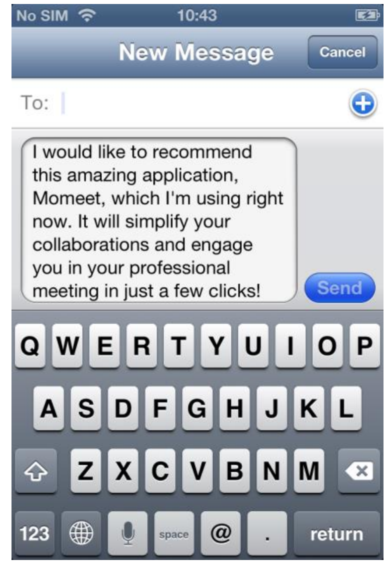


Invite Interface

- Tell a Friend via SMS: send SMS to recommend people to use Momeet Pro application.
- Tell a Friend via Email: send Email to recommend people to use Momeet Pro application



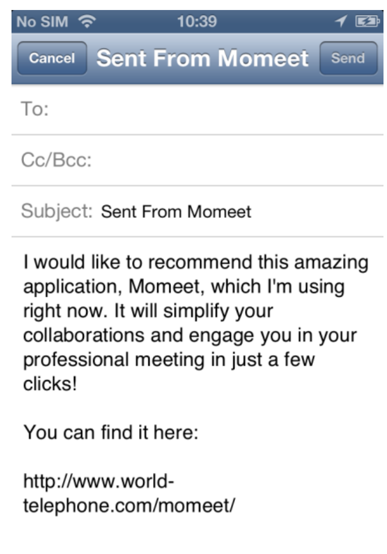
Tell a Friend via SMS



Input the mobile phone number following the instructor, country code and the phone number. For example: (+84) 901234567

- Tap "Send" to send SMS message.

Tell a Friend via Email

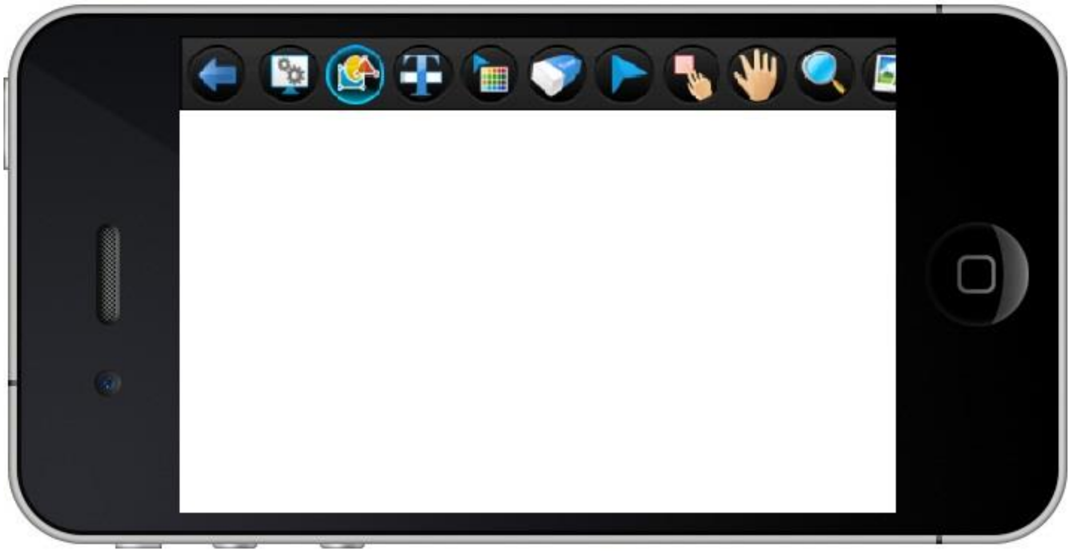


- Input the email address as the other email system.
- Tap "Send" to send message.

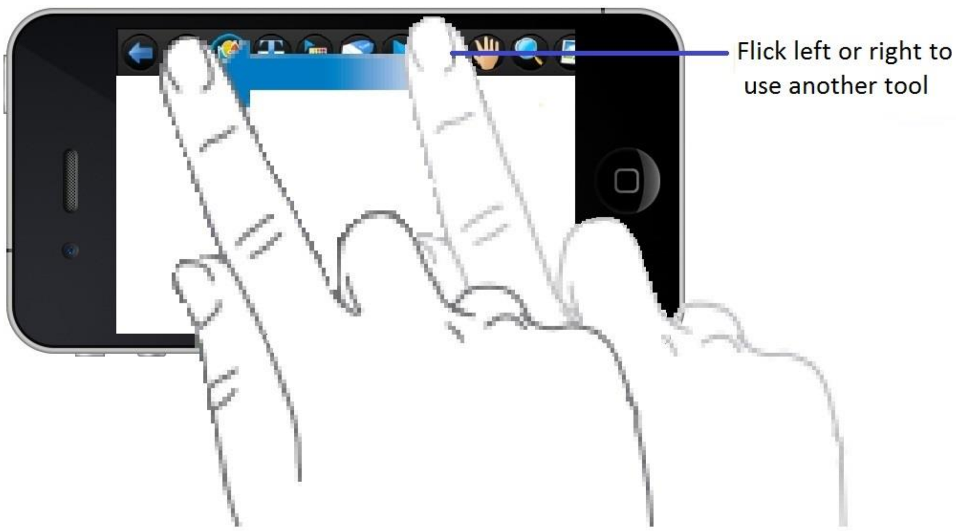
10. Whiteboard

Whiteboard conference can work on both peer-to-peer and MCU conference.

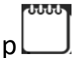
- While audio/video conference or MCU meeting in progress, Momeet client can join or tap  to create While-board conference and invite the other Momeet clients or Vmeet clients into conference.
- The interface of Whiteboard conference is shown as the figure with the menu of features on the top of screen.



After open Whiteboard feature, we can flick left or right to use another tool



Create conferences

While a call is ongoing, we tap  on “Call” screen to open it.

Join Whiteboard conferences

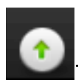
While a call is ongoing, you will be joined to Whiteboard conference automatically if remote side press open Whiteboard feature.

Or you go to message screen to touch on “Whiteboard invitation” message join Whiteboard feature.

Open Chat group of Whiteboard

On Whiteboard screen, you can tap “Chat” icon to open chat group feature.

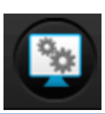
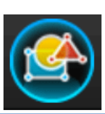
Open Web Co-Browsing of Whiteboard

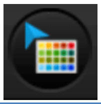
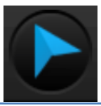
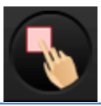
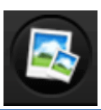
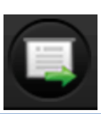
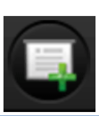
On Whiteboard screen, you can tap  to open chat group feature.

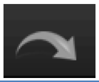
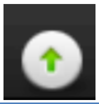
The meaning of each Whiteboard tools

We can use tool on toolbar to draw, paint, add text, move page…

The following table describes each tool on toolbar.

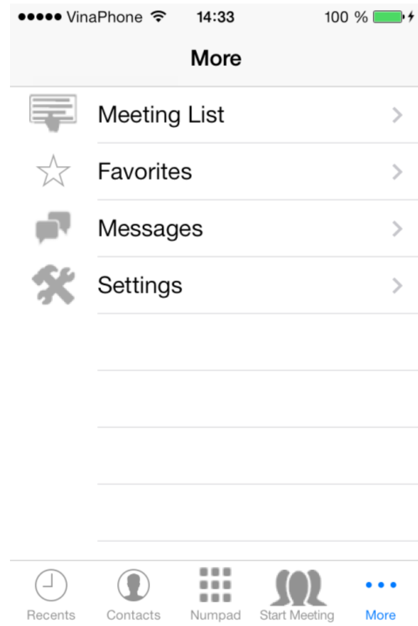
ICON	FUNCTOIN	DESCRIPTION
	Back	Allows you return audio/video screen
	Manager	Allows you manage or to create new Whiteboard conference
	Shapes	Allows you create shapes such as circle, rectangle, ellipse
	Text	Allow fill text on current page

	Colors	Allows create custom colors
	Eraser	Allows you drag to erase
	Select	Select object on drawing page
	Mark	Choose this tool and mark on drawing page to mark or highlight what you want
	Move page local	Allow you drag to move current page
	Zoom	Allows you zoom out/in or move current page
	Image	Load picture on current page
	Save	Save current drawing page
	Clear	Clear current drawing page
	Mange document	Allows you switch documents or pages
	New page	Tap to create new drawing page

	Chat group	Tap to navigate to “Chat group” feature
	Undo	Tap to undo drawing
	Redo	Tap to redo drawing
	Web-Co browsing	Choose to open web browser.

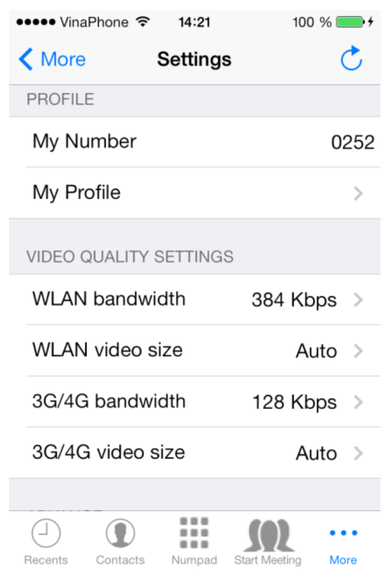
11. Client Settings

To configure advanced settings of Momeet , tap “More” → “Settings”



Bandwidth Settings

Select the adaptive bandwidth for Momeet to use.

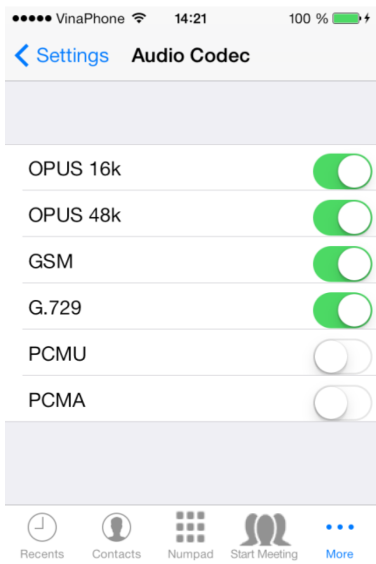


NAT Traversal

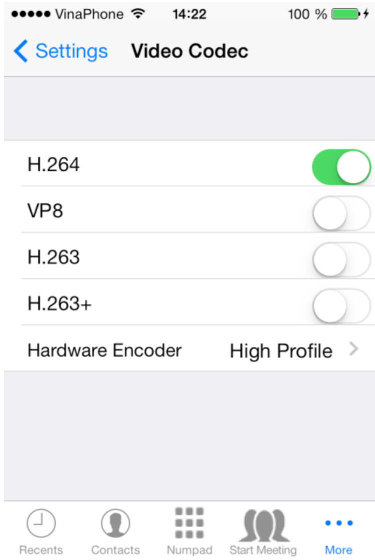
- Server and Port information for NAT Traversal
- Slide to enable STUN/TURN.

Audio Codecs

List of all types of audio codec supported such as GSM, G.729, PMCU, PCMA, OPUS 16k, and OPUS 48k. Slide to enable the audio code you want to use. The recommended codecs is OPUS 16k(default setting).



Video Codecs



- List of all types of video codec supported such as H.264, VP8, H.263, H.263+
- Slide to enable the video codec you want to use.
- **Profile**
- Change password for log-in user.

12. Customer Support

For technical support or more information about Momeet solution, please visit contact your local Softfoundry account representative or visit our website at http://www.softfoundry.com.

Once again, thank you for your support and interest in our solutions.